

**EXHIBIT A**  
**REOPENING PLAN**

The following is the reopening plan approved by the Library Board (“Reopening Plan”). If an executive order is in effect, all elements of the executive order will be followed and the executive order will control if there is a conflict. The Reopening Plan only applies if permitted by law or executive order. This Reopening Plan is not intended to supersede or change any Library employment policies.

***Requirements During All Stages.***

- A. Per the CDC guidelines, patrons with an infectious illness such as the flu must not enter the Library until at least twenty-four (24) hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications.
- B. Patrons should not enter the Library with symptoms of an infectious disease.
- C. The Library shall provide notice on the Library doors of the patron responsibility requirements currently in effect. The Library Director has authority to approve the requirements and notices.
- D. Any requirements for staff safety precautions will be adopted separately and the staff will be informed.
- E. The Library Director shall determine the cleaning protocols for all stages.

***Stage 1. “The Virtual Library.” Closed to the Public; Administrative Staff Returning***

During this stage, the Library will be closed to the public either by executive order, by motion of the Library Board, or by the Library Director pursuant to the Reopening Policy.

- A. Employees. Non-essential staff may return to the Library. However, the Library Director will determine who may return and according to the schedule adopted by the Library Director.
- B. Activities Permitted:
  - 1. Landscaping and other outside maintenance activities may resume if permitted by executive order.
  - 2. Inside maintenance activities may also resume if permitted by executive order.
  - 3. Essential functions may continue and non-essential work may resume.

4. Providing digital content and virtual services continues to be a focus while now planning and preparing for the return of regular services.

C. Social Distancing and Safety Protocols:

1. The Library Director will take steps to implement social distancing protocols, stock PPE and cleaning materials, and prepare staff training and necessary documentation.
2. The staff workspace shall be configured to maintain social distancing requirements of six (6) feet if possible.
3. The Library will begin to implement social distancing protocols in the Library in anticipation of patrons returning which may include:
  - a. Removing or rearranging chairs and tables.
  - b. Assessing what computer terminals may be used.
  - c. Blocking off areas/furniture.
  - d. Adding plastic screens.
  - e. Marking waiting areas to show the six (6) foot spacing.
  - f. Providing “traffic control” designations, such as arrows showing one way travel in certain areas of the Library in order to maintain social distancing.

D. Hours of Operation. The Library will not have any public hours of operation.

***Stage 2. “The Virtual Library.” Closed to the Public; Other Staff Returning***

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director.
- B. Activities Permitted:
  1. Updating collections and patron databases.
  2. Cleaning, disinfecting, and shelving materials.
  3. Resuming the interlibrary loan process (if practical or possible).
  4. Training staff and implementing new social distancing and safety procedures.
  5. Assessing whether the Library has adequate masks, gloves, and hand sanitizer to serve the public and staff.
  6. Reviewing upcoming programs that may need to be cancelled or modified.

7. Answering phones and responding to patrons' questions.
- C. Social Distancing and Safety Protocols. The protocols for Stage 1 will remain in place.
- D. Hours of Operation. The Library will not have any public hours of operation.

**Stage 3: *“The Curbside Library.” Curbside Pick Up and Limited Patron Service; Library Building Still Closed to the Public.***

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director.
- B. Activities Permitted. In addition to previously authorized activities, the Library may include the following activities:
  1. Curbside delivery and pick up is permitted.
  2. Patrons are permitted to return Library materials. Materials should be returned to the outdoor drop boxes.
  3. Items such as newsletters, Summer Reading Program materials, etc. may be provided outside the building for patron pickup.
  4. Printing, copying, and faxing may be enabled through curbside procedures.
  5. The Library will have a temporary no fines policy in place for three (3) months after curbside pickup begins, and retroactive to the original date of closure.
- C. Social Distancing and Safety Protocols. The protocols for Stage 1 will remain in place. In addition:
  1. Patrons and staff must remain six (6) feet apart, and the Library must design activities for curbside pick up to maintain this distance.
  2. Curbside service is intended to be contactless. Any patrons who may come into contact with Library staff are required to wear a mask when using the service unless they cannot be medically tolerated.
  3. The Library will mark waiting areas for cars and other curbside pick up issues.
  4. The Library will create a sign or pamphlet to inform patrons of the Library's practices during a particular stage and the precautions the Library is taking to prevent infection.
  5. The Library Director will establish cleaning and sanitizing protocols for “high touch” areas or surfaces.

6. The Library will train employees on appropriate cleaning procedures, including training for staff on cleaning between patrons.
  7. If required by executive order, the Library will notify employees if it learns that an individual (including a patron or supplier) with a confirmed case of COVID-19 has visited the Library.
  8. The Library will limit onsite staffing to the minimum number necessary to operate.
- D. Hours of Operation. The Library Director will establish and may modify the hours for curbside pickup.

***Stage 4: “The Grab and Go Library.” Limited Lobby or Other Space Open to the Public.***

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director.
- B. Activities Permitted. In addition to previously authorized activities, the Library may include the following activities, for which appointments may be needed:
1. Patrons may enter the Library but will be limited to a specific area in the building, to be determined by the Library Director, and will be limited to thirty (30) minute visits.
  2. Patrons may have in-person conversations with Library staff, provided that social distancing and Safety Protocols are followed.
  3. The Library may provide access to a limited number of computers for quick tasks or to look up and request library material. There will be a thirty (30) minute limit on the computers.
  4. Copy machine and fax service will be available.
  5. Patrons may browse the stacks and select their own materials provided that social distancing and Safety Protocols are followed, including the use of hand sanitizer on entry.
- C. Social Distancing and Safety Protocols. The protocols for the prior stages will remain in place. In addition:
1. *Masks*: Patrons will be required to wear masks unless they cannot be medically tolerated. Accommodations for those medically unable to tolerate masks may include the loan of face shields or the provision of curbside service. The Library will provide masks if supplies are available.
  2. *Social Distancing*: Patrons must stay six (6) feet away from all staff and other patrons. Social distancing rules apply. The Library will provide a

physical barrier for checkouts, service points, and in-person discussions, which may include barriers, tape markers, or tables, as appropriate. The Library will establish lines to regulate entry in accordance with Section 4 below, with markings for patrons to enable them to stand at least six (6) feet apart from one another while waiting. The Library Director may also explore alternatives to lines, including by allowing patrons to wait in their cars for a text message or phone call, to enable social distancing and to accommodate seniors and those with disabilities.

3. *“Traffic” Directions.* The Library will mark places where people are likely to gather in line to identify the proper social distancing. This includes “traffic.” The Library will design the spaces and markings to encourage people in the Library to maintain six (6) feet distance.
4. *Occupancy:* Only the number of people (including employees) equal to 25% of the total occupancy limits established by the State Fire Marshall or local fire Marshall will be permitted in the Library at a time, and all others must wait outside the Library.
5. *Limit Groups.* Patrons should use their best efforts to come to the Library with the least number of people.
6. *Computer Terminals.* Computer terminals will be located six (6) feet from any other computer or work station. The Library will use its best efforts to clean computer terminals between uses.
7. *Food and Beverage.* Food and beverage is not permitted unless necessary for medical reasons.
8. *Hand Sanitizer.* Patrons should use the provided hand sanitizer before browsing in the stacks, handling materials, or using library equipment.
9. *Signs.* The Library shall create a sign or pamphlet to inform patrons of the following:
  - a. The Library’s practices during a particular stage and the precautions the Library is taking to prevent infection.
  - b. Instructing the patrons of their legal obligation to wear a mask when inside the Library.
  - c. Informing patrons not to enter if they are or have recently been sick.
10. *Training.* In addition to training required by previous stages, the Library shall train employees regarding how to manage symptomatic customers upon entry or in the Library.

D. Hours of Operation. The Library Director will establish and may modify the hours of operation.

**Stage 5: “The Six Foot Library.” Library Open to Public With Conditions.**

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director.
- B. Activities Permitted. In addition to previously authorized activities, the Library may open for additional activities:
  - 1. The computers will be open for public use. All computer terminals will be located six (6) feet apart. The Library Director may suspend service on any computers that cannot be relocated to a safe distance.
  - 2. The quiet study rooms may be open for public use provided the door remains open for improved ventilation, use of the rooms is restricted to two (2) people at a time per room, and social distancing spacing is maintained.
  - 3. Some programming that is in-person may possibly be resumed, provided it can be conducted with social distancing, and only if this decision is supported by guidance from health, governmental and professional authorities. The Library Director has the authority to determine which, if any, programs resume.
  - 4. The Library Director may open up additional parts of the library building for public use.
- C. Social Distancing and Safety Protocols. The protocols for the prior stages will remain in place.
- D. Hours of Operation. The Library Director will establish and may modify the hours of operation.

**Stage 6: “The Back to Normal Library.” Library Open for Regular Business.**

At this stage, the Library can reopen with the same services as normal. All Library service can resume without restrictions.

**Special Note Regarding the Attica Branch Library**

Due to the small size of the Attica Library, maintaining proper social distancing measures is extremely difficult, and may not be possible. For this reason, Attica may remain in the curbside stage longer than the Imlay branch.

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